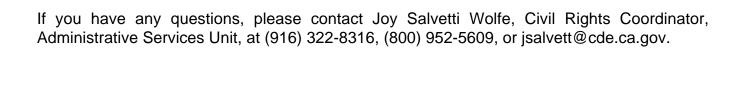
Nutrition Services Division			
	Management Bulletin	No.	99-601
TO:	All Public and Private Schools Participating in the National School Lunch Program and School Breakfast Program Commodities Supplemental Food Program Sponsors Diocesan Superintendents of Schools Child Care Food Program Sponsors Adult Day Care Food Program Sponsors Summer Food Service Program Sponsors	ISSUE DATE:	July 1999
ATTENTION:	Food Service Directors, Business Managers Child Care Food Program Directors Food Program Authorized Representatives and Center Directors		
FROM:	Administrative Services Unit		
SUBJECT:	Civil Rights and Complaint Procedures		
REFERENCE:	FNS Instructions 113-3, 113-4, 113-5, 113-6 and 113 7 CFR Part 15	-8	

The United States Department of Agriculture (USDA), Food and Nutrition Service (FNS), enforces the FNS Instructions 113-3, 113-4, 113-5, 113-6 and 113-8, which pertain to all aspects of the Child and Adult Nutrition Programs (CANP), including the area of Civil Rights. To ensure program compliance, this bulletin provides information regarding the following Civil Rights requirements:

- Availability and implementation of a Complaint Procedure;
- Appointment of a Civil Rights Coordinator;
- Inclusion of the nondiscrimination statement on all program materials;
- Utilization of the Civil Rights Posters;
- Racial/ethnic data collection; and
- Grassroots promotion of the nutrition program in the community.

The civil rights requirements stipulate all CANP sponsors must make available to all program participants a complaint procedure to facilitate filing a complaint. You may adopt the complaint procedures prototype included with this bulletin to fulfill your complaint procedures obligation. If you develop your own complaint procedures, you must submit your version for approval to:

Joy Salvetti Wolfe Civil Rights Coordinator Nutrition Services Division 560 J Street, Suite 270 Sacramento, CA 95814-2342



Marilyn Briggs, Director
Nutrition Services Division
Assistant Superintendent of Public Instruction

Kathy B. Lewis
Deputy Superintendent
Child, Youth and Family Services Branch

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To file a discrimination complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.